

LAFCO FREQUENTLY ASKED QUESTIONS

What is LAFCO?

LAFCO (an acronym for “Local Agency Formation Commission”) is a public agency with county-wide jurisdiction established by State Law (the [Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000](#)). The intent of the Act is to discourage urban sprawl and to encourage orderly and efficient provision of services, such as water, sewer, and fire protection.

LAFCO oversees changes to local government boundaries involving the formation and expansion of cities and special districts.

What state law governs LAFCO?

The Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et seq.) is the primary law that governs LAFCOs.

This Act establishes how LAFCOs are formed and sets forth the powers and duties of LAFCOs.

LAFCOs must comply with the following State laws:

- California Revenue and Taxation Code Sections 93 and 99. LAFCO considers the revenue and taxation implications of proposals and initiates the property tax negotiation process amongst agencies affected by the proposal.
- California Environmental Quality Act (“CEQA”) (California Public Resources Code Section 21000 et seq.) and the related CEQA Guidelines (Title 14, California Code of Regulations Section 15000 et seq.). In most instances, applications before LAFCO are considered to be “projects” under CEQA, which requires that potential environmental impacts be analyzed prior to Commission action.
- Ralph M. Brown Act (California Government Code Section 54950 et seq.). Commonly known as the State’s “open meeting law,” the Brown Act insures that the public has adequate opportunity to participate in the LAFCO process.
- Political Reform Act (California Government Code Section 81000 et seq.). Commissioners and some LAFCO staff (Executive Officer and Deputy Executive Officer) are subject to the Act, which requires the filing of annual reports of economic interests.

Who are the members of LAFCO?

The Commission is composed of nine members:

- Two members of the Los Angeles County Board of Supervisors;
- One member of the Los Angeles City Council;
- Two members of city councils who represent the other 88 cities (other than the City of Los Angeles) in the County;
- Two members who represent independent special districts;
- One member who represents the San Fernando Valley; and
- One member who represents the general public.

There are also six alternate members on the Commission (one for each of the six categories, above).

What does LAFCO do?

LAFCO oversees changes to local government boundaries involving the formation and expansion of cities and special districts. This includes annexations and detachments of territory to and/or from cities and special districts; incorporations of new cities; formations of new special districts; consolidations of cities or special districts; mergers of special districts with cities; and dissolutions of existing districts. LAFCO also approves or disapproves proposals from cities and special districts to provide municipal services outside their jurisdictional boundaries.

LAFCO determines a Sphere of Influence (“SOI”), a plan for the probable physical boundaries and service areas, for each city and special district in the County. All jurisdictional changes, such as incorporations, annexations, and detachments, must be consistent with the affected agency’s Sphere of Influence, with limited exceptions.

LAFCO also prepares [Municipal Service Reviews](#) (“MSRs”), which are a comprehensive analysis of the municipal services provided in a particular city or special district.

How are LAFCO Commissioners Selected?

The [Los Angeles County Board of Supervisors](#) appoints the two County Commissioners and the San Fernando Valley member and alternate.

The President of the [Los Angeles City Council](#) appoints the City’s member and alternate.

The [City Selection Committee](#), composed of representatives (Mayor or Council-

Member) of the 88 cities (other than Los Angeles) within Los Angeles County, elects the City representatives and alternate.

The Independent Special Districts Selection Committee, composed of representatives (members of the Board of Directors) from each of the 54 independent special districts in the County of Los Angeles, elects the special district representatives and alternate.

Are LAFCOs independent agencies?

Yes.

LAFCOs are independent public agencies which administer the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Created by the State but with local (not State appointees), each of the 58 counties in the State of California has a LAFCO. Each LAFCO operates independently of other LAFCOs, and each LAFCO has authority only within its corresponding county. While a LAFCO may purchase services (legal counsel or medical insurance) from a county, LAFCO's are not County agencies.

When and where does the Commission meet?

The Commission holds its "regular meetings" at 9:00 a.m. on the second Wednesday of each month. Periodically the Commission will schedule "special meetings" on a date other than the second Wednesday of the month.

Commission meetings are held in [Room 381B of the Kenneth Hahn Hall of Administration, located at 500 West Temple Street in downtown](#) Los Angeles.

Public notice, including the Commission agenda, is posted at the Commission meeting room and on LAFCO's web-site (www.lalafco.org).

Where is the LAFCO Office located?

The LAFCO office is located at 80 South Lake (Suite 870) in the City of Pasadena. The office is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. The office is closed on Fridays. Directory of LAFCO Staff Contact Information and Direction to the LAFCO Office

Which jurisdictional boundaries are regulated by LAFCO?

LAFCO regulates the boundaries of all 88 incorporated cities within the County of Los Angeles. LAFCO regulates most special district boundaries including, but not limited to:

- Cemetery districts
- Community Service Districts ("CSDs")

- County Service Areas (“CSAs”)
- County waterworks districts
- Fire protection Districts
- Hospital and health care districts
- Irrigation districts
- Library districts
- Municipal utility districts
- Reclamation districts
- Recreation and parks districts
- Resource conservation districts
- Sanitation districts
- Water districts

Where does LAFCO get the power to determine boundaries?

The State of California possesses the exclusive power to regulate boundary changes, which means that no local government has the right to change its own boundary without State approval.

The California Constitution (Article XI, Section 2.a) requires the Legislature to “prescribe [a] uniform procedure for city formation and provide for city powers.” The Legislature has the authority to create, dissolve, or change the governing jurisdiction of special districts because they receive their powers only through State statutes.

The Legislature has created a “uniform process” for boundary changes for cities and special districts in the Cortese Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et seq). The Act delegates the Legislature’s boundary powers over cities and special districts to LAFCO.

Which jurisdictional boundaries are not regulated by LAFCO?

- LAFCO does not regulate boundaries for counties.
- LAFCO does not regulate boundaries for the following public agencies:
- Air pollution control districts
- Bridge, highway, and thoroughfare districts
- Community college districts
- Community facility districts (aka “Mello-Roos” districts)
- Improvement districts
- Redevelopment agencies
- School districts
- Special Assessment districts
- Transit and Transportation districts

FOR ADDITIONAL INFORMATION VISIT : WWW.LALAFCO.ORG

RULES OF THE
LOCAL AGENCY FORMATION COMMISSION
FOR LOS ANGELES COUNTY

CHAPTER I
GENERAL PROVISIONS

SECTION 1. These rules shall apply to the Local Agency Formation Commission of the County of Los Angeles and are adopted pursuant to the authority vested in the Commission by Chapter 3 of Part 2, Division 3, Title 5 of the Government Code.

SECTION 2. Any rule may be amended, repealed, or adopted at any time by a majority vote of the Commission, provided, however, such action shall not affect any pending matter.

SECTION 3. Any rule may be temporarily suspended by unanimous consent of the Commission.

SECTION 4. Unless otherwise provided by these Rules, all proceedings before the Commission shall be conducted in accordance with, and pursuant to, the parliamentary rules of procedures as prescribed in "Robert's Rules of Order." Provided, further, that the failure to follow the parliamentary rules of procedures as prescribed in "Robert's Rules of Order" shall not invalidate any action taken by the Commission.

CHAPTER II

COMMISSION MEETINGS

SECTION 5. The regular meetings of the Local Agency Formation Commission shall be held on the second Wednesday of each and every month, commencing at the hour of 9:00 a.m. thereof, at Room 381B, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California 90012. If any regular meeting day falls upon a holiday, the regular meeting of the Commission shall be cancelled.

SECTION 6. Any regular, adjourned regular, special or adjourned special meeting of the Commission may be adjourned to any day prior to the date established for the next succeeding regular meeting of the Commission. If the date to which any such meeting is adjourned falls upon a holiday, the adjourned meeting shall be held at the same place on the next succeeding day which is not a holiday at the hour of 9:00 a.m., thereof, in which event all hearings and other matters before the Commission are continued to the same hour of the next succeeding day which is not a holiday.

SECTION 7. Any adjourned meeting of a regular meeting or adjourned regular meeting is part of the regular meeting.

SECTION 8. Special meetings of the Commission may be called in the manner provided by State law. The order calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting, and no other business shall be considered at that meeting. The Executive Officer shall

provide notice of special meetings to all members of the Commission and the public as required by State law.

SECTION 9. Commission members and alternates shall be paid a per diem of \$150 per meeting for attendance at a Commission meeting or a LAFCO-related meeting. Commission members and alternates shall be reimbursed for mileage travelled to and from such meetings within the County of Los Angeles. The mileage reimbursement rate shall be the standard mileage rate for business use of a vehicle set by the Internal Revenue Service (IRS), as adjusted by the IRS from time to time, unless the Commission determines otherwise. Commission members and alternates shall be reimbursed for the actual amount of their reasonable and necessary expenses incurred in attending meetings outside of the County of Los Angeles.

CHAPTER III

ELECTION, POWERS, AND DUTIES OF THE CHAIR AND VICE-CHAIRS, CONDUCT OF MEETINGS

SECTION 10 The Commission shall be presided over by a Chair, a First Vice-Chair and a Second Vice-Chair, to be elected from amongst the members of the Commission, as provided for in Section 14, below.

SECTION 11. The members of the Commission shall elect the Chair, First Vice-Chair and Second Vice-Chair at the first meeting of the Commission held in September of each year to serve until the election of their successors. In the event of a vacancy in the office of the Chair, First Vice-Chair or Second Vice-Chair, the next

succeeding officer shall serve as his or her replacement for the remainder of the term. If no next succeeding officer is available to serve, the members of the Commission shall elect another member of the Commission to serve in that office until the end of the term.

SECTION 12. The Chair, when present, shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by these rules. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Commission.

SECTION 13. In the absence of a quorum the members present shall adjourn the meeting until the same hours on the next succeeding day or to the next regularly scheduled commission meeting date. If all members are absent the Executive Officer of the Commission may adjourn the meeting to a stated time and place in accordance with Section 54955 of the Government Code.

SECTION 14. In the absence of, or inability to act of, the Chair, the First Vice-Chair shall preside over the meeting, and in the absence of, or inability to act of, the Chair and First Vice Chair, the Second Vice Chair shall preside over the meeting. When presiding over the meeting as provided for herein, the First or Second Vice-Chair shall have all of the powers and duties of the Chair.

SECTION 15. Each motion made by any member of the Commission shall require a second. Motions and seconds may be made by any member of the Commission, including the Chair.

SECTION 16. The roll need not be called in voting upon a motion except when requested by a member. If the roll is not called, in the absence of an objection, the Chair may order the motion unanimously approved. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye."

SECTION 17. Each roll call of the Commission shall be in alphabetical order, except that the Chair shall be called last.

SECTION 18. A majority of the members of the Commission constitute a quorum for the transaction of business. No act of the Commission shall be valid or binding unless a majority of all the members concur therein.

SECTION 19. The Commission may postpone or continue any pending matter at any time either on its own motion or at the request of any person interested in the matter, as provided for by Section 56666 of the Government Code.

SECTION 20. A proposal filed with the Commission may be withdrawn by the proponent who filed the same, until a Certificate of Filing has been issued. A proposal may be withdrawn after a Certificate of Filing has been issued only with the approval of the Commission.

SECTION 21. The Executive Officer, or in his absence the Deputy Executive Officer, of the Commission shall attend each meeting of the Commission and maintain a record of all proceedings thereof as required by law.

SECTION 22. The Executive Officer shall prepare an agenda for each meeting. The agenda shall include those matters addressed to the Commission requiring its action on file with the Executive Officer and all matters which have previously been set for hearing at such meeting.

Commissioners

LAFCO is composed of 9 members and 6 alternates. Commissioners are appointed to 4-year terms and until the appointment and qualification of a successor.

Member	Alternate	Appointing Authority
<i>County of Los Angeles</i>		
The Honorable DON KNABE (Term expires May 1, 2018)	The Honorable MICHAEL D. ANTONOVICH (Term expires May 1, 2017)	Appointed by the Los Angeles County Board of Supervisors
The Honorable SHEILA KUEHL (Term expires May 2, 2016)		
<i>City of Los Angeles</i>		
The Honorable TOM LaBONGE (Term expires May 7, 2018)	The Honorable PAUL KREKORIAN (Term expires May 7, 2018)	Appointed by the Council President of the Los Angeles City Council
<i>Cities in Los Angeles County</i>		
The Honorable MARGARET FINLAY (Term expires May 1, 2017)	The Honorable JUDITH MITCHELL (Term expires May 4, 2015)	Appointed by the City Selection Committee
The Honorable DAVID SPENCE (Term expires May 5, 2014)		
<i>Independent Special Districts</i>		
The Honorable DONALD L. DEAR (Term expires May 2, 2016)	JOSEPH RUZICKA (Term expires May 7, 2018)	Appointed by the Independent Special Districts Selection Committee
The Honorable JERRY GLADBACH (Term expires May 7, 2018)		
<i>San Fernando Valley</i>		
MR. RICHARD CLOSE (Term expires May 7, 2018)	MS. LORI BROGIN-FALLEY (Term expires May 7, 2018)	Appointed by the Los Angeles County Board of Supervisors
<i>General Public</i>		
MR. GERARD McCALLUM (Term expires May 4, 2015)	MR. GREIG SMITH (Term expires May 2, 2016)	Elected by the other eight regular members.